

# POWERPOINT 2007 TUTORIAL

Features you must know

## Adding a new slide

- Using the same **topic of interest**. On Slide 1 make a Title Page.
- **Right click** on the first slide and choose **New Slide**.
- If ever you want to copy an existing slide because its similar to the next one you want, choose **Duplicate Slide** instead.
- If you want to delete a slide, right click on it and choose **Delete Slide**.

## Choose a Design

- On your slide 2, put the heading – **What I know?**
- Paste the text from your formatted word DOC
- So your slides look more effective, click on the **Design** tab.
- Under **Themes**, click on a look and feel you like.  
e.g. I chose *Median* (*hold your mouse over the themes for their name*)

## Inserting an image

- Insert a new slide (right click \ new slide)
- On Slide 3, write the heading – **What I have?**
- Copy and paste the text from your word DOC
- Click on the **Insert** tab.
- Under Illustrations, click on **Picture**.
- Browse to the picture you saved on your H:\ drive and click **Open**.
- Move it where you want (*drag*)



## Editing Picture Effects

- **Stretch your picture** so it sits over some text (*the text should be hidden by the picture*).
- **Double click** on the picture.
- Under Picture Styles, click on an effect you like.
- Under Arrange, click on **Send to Back**. This should put the text in front of your picture.
- If you can't see the text still, try and select the text then change the font colour e.g. under the **Home** tab, under **Font**.



## Animate Bullet Lists

- To make your presentation more interesting, you should animate ALL bullet lists, Titles and Pictures.
- Click on **Animations** tab.
- Under Animations click on the **Animate** drop down.
- Click on Slide 2, separate the text you copied. i.e. everywhere there is a full stop, hit Enter on your keyboard.
- Choose **Fade, By 1<sup>st</sup> Level Paragraphs**
- Hit F5 and arrow through to view the presentation.

## Animate Titles

- Click on the **Title** for Slide 2 so a selection square comes up.
- Click on the **Animations** tab.
- Under Animations, click on **Custom Animation**.
- This brings up a Custom Animation window on the right.
- Click on the **Add Effect** drop down \ **Entrance** and an effect you like.

## Automating your animation

- Click on Slide 3, separate the text you copied. *i.e. everywhere there is a full stop, hit Enter on your keyboard.*
- Using the same process, Animate your Title.
- Animate the bullet points on Slide 3 (*Animations\Custom Animation\Add Effect\Entrance*).
- On the right you will see numbers 1 and 2 for each animation effect. Click on 2 and in the drop down “On Click” choose “**After Previous**”. This means the bullet list will automatically happen after the Title. No CLICKING necessary.

## Animate Slides

- This will animate the transition between slides.
- Click on the **Animations** tab.
- Under Transition to this slide, mouse over and **click on an effect** you like.
- Every slide can have its own effect, OR you can click **Apply To All** and the one effect will be applied to all slides.
- Choose an effect for your slide(s).
- Click “Play” down the bottom of the Custom Animation window to preview the effect(s).

## Adding a Website Link

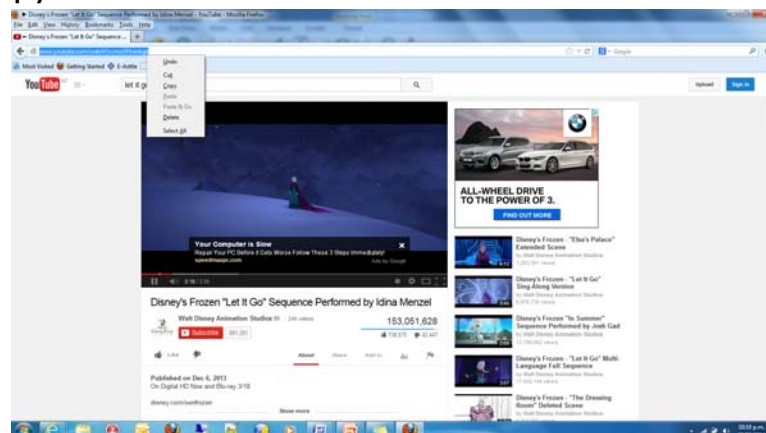
- During your presentation, you may want to visit a website.
- Insert a new slide 4. Type the words – [Click here to visit Youtube.](#) Select the text and click on the **Insert tab \ Hyperlink**
- In the Address type `http:\\www.youtube.com` and click **OK**
- Test the link works by running the presentation (F5)
- Did it open a browser and take you to youtube?
- Type the words – Click here to convert youtube.

## Adding a Website Link

- Insert a new slide 5. Type the words – [Click here to convert youtube](#). Select the text and click on the **Insert tab \ Hyperlink**
- In the Address type <http://www.clipconverter.cc/> and click **OK**
- Test the link works by running the presentation (F5)
- Did it open a browser and take you to Clip Converter?

## Converting Youtube

- Find a song you like in youtube. Right click and copy the address.



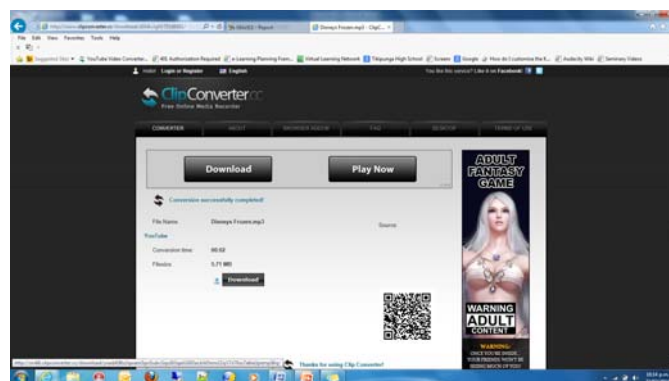
## Converting Youtube

- Click standard quality and start.



## Converting Youtube

- Click Download.
- Save As the MP3 to the S:\Subjects\EDM\Yr 11 folder.



## Adding Music

- Click on Slide 1
- Click on **Insert tab \ Sound \ Sound from File**
- Browse to the MP3 file 📁 you copied to the S drive.
- Click **OK**
- When prompted, choose if you want the music to begin playing “Automatically” or “When clicked”.
- I chose automatically so from this slide, it will play without clicking (*if you have headphones plugged in*)

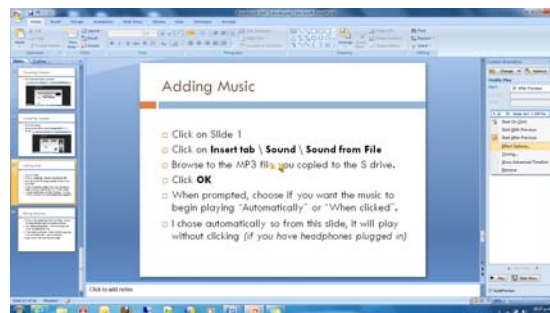
## Editing the sound

- Click on the **volume icon** that is on Slide 1 and on the **Options tab** to get into the sound options.
- Tick “**Hide during show**”. This turns the icon off while the presentation runs.



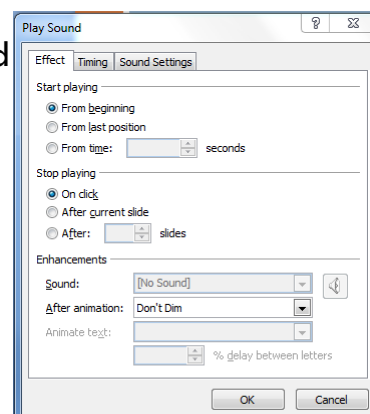
## Editing the sound

- Click on the **volume icon** that is on Slide 1
- If the Custom Animation window isn't showing bring it up (*Animations tab \ custom animation*).
- Right click on the music file and choose Effect Options



## Editing the sound

- This is where you determine how long you want the music to play for e.g. 3 slides or the entire presentation.
- Click **Stop Playing After** and increase the number to the total number of slides in your presentation so far, e.g. 5
- Click **OK**. It will now play your whole presentation.

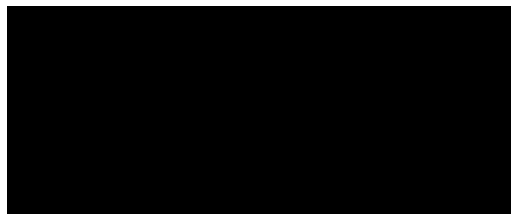


## Adding a Movie Clip

- Insert a new Slide 6.
- Write the title – Watch this movie
- Animate your title (*note the music should stop before this slide*)
- Use Youtube and Clip Converter to download an MOV file to the same S:\Subjects\EDM\Yr11 folder.

## Adding a Movie Clip

- Click on **Insert tab \ Movie \ Movie from file**
- Browse to where you saved it and click **OK**.
- When prompted, Click to play “**Automatically**” e.g. *when you turn to this slide, your movie will start automatically.*
- *Resize your movie where you want it.*



## Saving a slideshow

**NOTE:** For the MUSIC and/or MOVIE to play, you must NOT move them or change the name of the file once inserted into your presentation!

- Click on **File \ Save**. Note the type of file is a Powerpoint presentation \*.pptx. Save to your H drive.
- Click on **File \ Save As \ Powerpoint Show**. Note the type of file is a \*.ppsx. Save this to the S drive.
- Run the ppsx file (*double click*). NOTE – you cannot edit it once saved as a ppsx. You can only edit the pptx file to make changes.